

COMPUTER TECHNICIAN / INFORMATION TECHNOLOGY

A student who has completed the Job Corps Computer Technician/Information Technology program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Computer Technician/Information Technology training, a student must master skills in these categories:

ENGLISH COMPOSITION

Demonstrate the proper use of grammar, sentence structure, spelling and punctuation; demonstrate the ability to communicate verbally and through written communications.

MATHEMATICS

Solve a variety of fundamental mathematical problems involving whole number operations, fractions, mixed numbers, decimals, percentages and ratios; understand and use descriptive statistics (i.e., graphs, charts); perform interest calculations; use algebraic equations for problem solving; utilize technology to solve mathematical problems.

COMPUTER TRENDS IN BUSINESS AND INDUSTRY

Demonstrate an understanding of past and current trends in Information Technology; explain how Information Technology is utilized in various occupations (e.g., health, business, education, service and sales); demonstrate an understanding of Information Technology security and ethical implications.

PERSONAL COMPUTER HARDWARE SAFETY

Understand and use basic safety principles and procedures when using personal computer equipment; understand and use appropriate grounding procedures to avoid damaging computer components with static electricity.

COMPUTER COMPONENTS AND FUNCTIONS

Explain the difference between personal computer hardware and software; explain DOS drive designations; identify and explain the functions of principal computer components; install, configure and upgrade external hardware and peripherals; identify and use preventive maintenance procedures; understand and explain internal devices; understand the Intel Motherboard; understand the issues in deciding between upgrading an existing system and purchasing a new one.

OPERATING SYSTEMS

Define an operating system; describe the types of operating systems and the purposes of them.

PERSONAL SYSTEMS

Navigate through drives and directories; use FDISK; know the functions of the principal DOS files; understand basic DOS memory; use common DOS commands and switches; edit DOS systems; run DOS utilities; understand and apply disk formatting; understand block allocation; install DOS and Win 3.x.

WIN 9.X/ME

Understand and use basic 9.x features of the Desktop; understand the Registry and function of the Control Panel; manage files in a Win 9.x environment; understand and use PNP; understand basic concepts of Active-X.

NETWORK THEORY

Understand elements common to all networks; understand simple network topologies; identify and use common network media types; understand where and why to use cross-over cables; understand basic network devices; understand OSI model.

PRACTICAL NETWORKING

Build a functioning peer-to-peer network; install NICs and Protocols; establish file and print sharing; hook up a network through a Hub.

INTERNET THEORY

Understand the basic architecture of the World Wide Web and the concept of a Web server and Web client; understand e-commerce; demonstrate knowledge of the history and future of the Web.

INTERNET EXPLORER

Use IE to download and open Internet files; use search engines and Boolean operations to find information; customize IE settings.